Central Intelligence Agency
Washington, D.C. 20505

ID/A Registr

84-3666

14 December 84

Executive Director

NOTE FOR: DDA

Harry,

I've been remiss in not doing something
about this faster. This is a series of
suggestions from the S&T as to how to improve
a number of administrative processes or provide
greater benefits for our employees.
It strikes me that much of what Evan suggests
is being worked on. Some of it is motherhood
in that it suggests that we do better, but it
doesn't tell us how. I was particularly
impressed with what may be an inequity in our
travel regulations as Evan explains on page 2.
I also have wondered forever why we don't move
more rapidly towards T&A reporting by exception.
Also, is it a fact that we audit every travel
account as Evan suggests, and if so, is it
necessary?
I would appreciate your thoughts on these
proposals.

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ROUTING AND RECORD SHEET

DDA 84-3666

SUBJECT: (Optional)						
Excellence Suggestions						

FROM:		EXTENSION	NO.
DDS&T			DDS&T-809/84
			DATE 31 October 1984

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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MEMORANDUM FOR: Executive Director

FROM: R.E. Hineman
                 Deputy Director for Science and Technology

SUBJECT   Excellence Suggestions   STAT

1. During the past several months, the employees of the Directorate of
Science and Technology have participated enthusiastically in the Agency's
campaign in pursuit of excellence. We have implemented many suggestions at
the Office and Directorate level. We have also come up with a number of
ideas that would have Agency-wide applicability and require consideration at
a higher level.

2. Last week Jim Hirsch, _____ the Office Directors and I went   STAT
through these ideas and selected those that we believe merit your
consideration. They are listed below:

° Senior Secretarial Service: Establish a Senior Secretarial Service
with appropriate rescaling of grade levels for those secretaries. This
OP would offer a significant improvement to the current secretarial plight
in the Agency.

° Donation of Annual Leave: Make it possible to transfer annual leave
from one Agency employee to another, or even to donate the leave to the
Public Service Assistance Fund for emergency use by employees who have
used all their leave as a result of extended family or medical
OP/OF emergencies, and for whom leave without pay would impose a serious
financial hardship. Procedures could be set up whereby the transfers
would occur only from individuals at a certain grade level to individuals
at the same or lower grade level, so that no additional costs accrue to
the government. This arrangement would be highly beneficial to morale.

_____ a DS&T employee, submitted this idea to the Director of   STAT
Personnel in November 1981. The Office of General Counsel conducted a
legal review and advised that such a program would require legislative
action. We should consider seeking such legislative action.

° SIS Benefits: Grant SIS benefits _____   STAT
_____ to those GS-15 officers who
OP occupy PMCD-approved SIS positions but who cannot be promoted to
SIS-level because of the SIS ceiling.

° Revision of Time and Attendance Reporting: Revise time and attendance
reporting procedures so that only exceptions to the 8-hour day are
OF reported. We fully expect people to work 8 hours a day and should only
report when they do not do so. This would save a good deal of
record-keeping time.

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